



## GUIDE FOR ARTICLES OF RESTATEMENT OF A VIRGINIA STOCK CORPORATION

The undersigned, on behalf of the corporation set forth below, pursuant to Title 13.1, Chapter 9, Article 11 of the Code of Virginia, states as follows:

1. The name of the corporation immediately prior to restatement is \_\_\_\_\_ (*current name of corporation*).
2. The restatement contains (or, does not contain) an amendment to the articles of incorporation.
3. The text of the (amended and) restated articles of incorporation is attached hereto.
4. (*If the restatement contains an amendment that provides for an exchange, reclassification or cancellation of issued shares, set forth the provisions for implementing the amendment if they are not contained in the amendment itself.*)
5. The restatement was adopted by the corporation on \_\_\_\_\_ (*date*).
6. (*Set forth the manner by which the restatement was adopted. See Options A and B, below:*)

- (1) The restatement was adopted by unanimous consent of the shareholders. OR
- (2) The restatement was proposed by the board of directors and submitted to the shareholders in accordance with the provisions of Title 13.1, Chapter 9 of the Code of Virginia, and:
  - (a) The designation, number of outstanding shares, and number of votes entitled to be cast by each voting group entitled to vote separately on the restatement were:

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- (b) And **either** (i) the total number of votes cast for and against the restatement by each voting group entitled to vote separately on the restatement was:

\_\_\_\_\_

\_\_\_\_\_

**Or** (ii) the total number of undisputed votes cast for the restatement separately by each voting group was:

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- (c) And the number cast for the restatement by each voting group was sufficient for approval by that voting group.

**Option B** (If the board of directors adopted the restatement without shareholder approval, set this forth with the reason why shareholder approval was not required. See § 13.1-711 of the Code of Virginia.)

The adoption of the restatement was duly approved by the board of directors. Shareholder approval of the restatement was not required because: *(Set forth either (1), (2) or (3), below.)*

- (1) The corporation has not issued shares.
- (2) The restatement effects a change described in subsection B of § 13.1-706 of the Code of Virginia. **OR**
- (3) The restatement does not include an amendment to the articles of incorporation.

Executed in the name of the corporation by:

<u>(signature)</u>	<u>(date)</u>
<u>(printed name)</u>	<u>(corporate title)</u>
<u>(corporation's SCC ID no.)</u>	<u>(telephone number (optional))</u>

**PRIVACY ADVISORY:** Information such as social security number, date of birth, maiden name, or financial institution account numbers is NOT required to be included in business entity documents filed with the Office of the Clerk of the Commission. Any information provided on these documents is subject to public viewing.

**THIS FORM IS TO BE USED AS A GUIDE ONLY.**

**SEE INSTRUCTIONS ON THE REVERSE**

## INSTRUCTIONS TO FORM SCC711

Guideform SCC711 has been produced by the Commission as a guide to help you prepare the corporation's articles of restatement. Please note, however, that a marked-up version of this guideform will not be accepted. You must separately type and prepare your articles, using this form as a guide, inserting appropriate information and omitting all inapplicable portions, including the header, seal of the Commission, italicized text, and the text of options not utilized.

You can download this guideform from our website at [www.scc.virginia.gov/clk/formfee.aspx](http://www.scc.virginia.gov/clk/formfee.aspx).

The articles of restatement must be in the English language, typewritten or printed in black on white, opaque paper 8 1/2" by 11" in size, legible and reproducible, and free of visible watermarks and background logos. A minimum of 1" must be provided on the left, top and bottom margins and 1/2" on the right margin. Use only one side of a page.

If the restatement does not include an amendment, the restatement may be adopted by the corporation's board of directors without shareholder action. See § 13.1-711 of the Code of Virginia.

The articles must be executed in the name of the corporation by the chairman or any vice-chairman of the board of directors, the president, or any other of its officers authorized to act on behalf of the corporation. However, the (amended and) restated articles of incorporation, which are a referenced attachment to the articles of restatement, do not need to be separately executed on behalf of the corporation.

***It is a Class 1 misdemeanor for any person to sign a document he or she knows is false in any material respect with intent that the document be delivered to the Commission for filing. See § 13.1-612 of the Code of Virginia.***

These articles will not be filed until all fees and penalties to be collected by the Commission under the Virginia Stock Corporation Act have been paid by or on behalf of the corporation; provided, however, that an assessed annual registration fee does not have to be paid prior to the filing of these articles if the articles are **filed** with an effective date that is on or before the due date of the annual registration fee payment. See § 13.1-615 of the Code of Virginia.

Submit the original, signed articles to the Clerk of the State Corporation Commission, P.O. Box 1197, Richmond, Virginia 23218-1197, (Street address: 1300 East Main Street, Tyler Building, 1<sup>st</sup> Floor, Richmond, Virginia 23219), along with a check for the filing fee in the amount of **\$25.00, plus** any additional charter fee amount required by an increase in the number of authorized shares of the corporation, payable to the State Corporation Commission. **PLEASE DO NOT SEND CASH.** If you have any questions, please call (804) 371-9733 or toll-free in Virginia, (866) 722-2551.

## NOTE

The corporation's board of directors may adopt an amendment without shareholder action to delete the names and addresses of the initial directors and/or to delete the name and address of the initial registered agent or registered office if a statement of change is on file with the Commission. See § 13.1-706 of the Code of Virginia, which includes additional amendments that may be adopted by the board of directors without shareholder action.

**The registered office and/or registered agent cannot be changed by filing articles of restatement. Such change may only be accomplished by filing a statement of change of a registered office and/or registered agent on form SCC635/834. This form can be requested by contacting the Clerk's Office of the State Corporation Commission at the telephone numbers shown above or at [www.scc.virginia.gov/clk/ElectronicFormRequest.aspx](http://www.scc.virginia.gov/clk/ElectronicFormRequest.aspx).**